



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Commercial Vehicle Enforcement

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: All State Regulation Files

CUTOFF: WSO

DESCRIPTION: Material is updated periodically with the Trucking Permit and Safety Guidelines for each state. This file includes statutes, highway rules and regulations, etc. of other states.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21276

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Commercial Vehicle Enforcement Daily Officer Report

CUTOFF: EOCY

DESCRIPTION: Report indicates the starting and ending time of officers for each day of the week. Time allocation is also reported in the following categories: Regular Assignment, Motor Carrier Safety Assistance Program (MCSAP), Supervision, Reports, Court, Office Duty, Training Received, Assist Other Agencies.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21278

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Commercial Vehicle Enforcement Violations Report

CUTOFF: EOSFY

DESCRIPTION: A report completed when an inspection is performed at a weigh station or by a portable unit. This report contains information on the motor carrier and violations detected at the time of the inspections.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21273

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Commercial Vehicle Enforcement

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Fuel and Reciprocity Trip Permits and MODOT Permits and the
Accompanying Accountability Records

CUTOFF:EOCY

DESCRIPTION: Permits are sold at weigh stations and from portable units to motor carriers that do not have a fuel permit or reciprocity on their vehicle license to operate in the state of Missouri. MODOT permits are sold to Missouri carriers that have intrastate authority but do not have a decal or cab card accompanying the vehicle. The MODOT and Fuel and Reciprocity Trip permits are valid for 72-hours. A copy of the trip permit is kept at each troop headquarters and two copies are sent to MODOT, Motor Carrier Services Unit. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21277

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Scale Maintenance Reports

CUTOFF:EOCY

DESCRIPTION: Report completed by a Scale Maintenance Technician when scales have been tested and meet all requirements and tolerances for accuracy as set forth by the Missouri Department of Agriculture, Weigh and Measures Bureau.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21275

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Commercial Vehicle Enforcement

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Weigh Station Summary

CUTOFF: EOSFY

DESCRIPTION: Report collects data daily on number of trucks weighted, overweight violations and enforcement action taken when an overweight vehicle is detected by weigh stations and portable units. This report includes enforcement hours, total personnel hours and station hours open for each weigh station and portable unit.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21274

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
